

**CONCORD PUBLIC WORKS
WATER AND SEWER DIVISION**

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135 Keyes Road
Concord, MA 01742



DATE: 4/18/2017

MEMORANDUM

TO: Elizabeth Hughes, Town Planner
VIA: Alan Cathcart, Water/Sewer Superintendent
FROM: Valerie Doerrer, Public Works Engineer-Water Systems
SUBJECT: 40 Stow Street-Umbrella Community Arts Center Special Permit & Site Plan Review

The Water/Sewer Division has reviewed the Design Development Submission Plan Set dated 3/27/2017 which were submitted with the Special Permit & Site Plan Review application for the above referenced project. Based on the level of detail provided, the Water/Sewer Division finds the water and sewer utility detail satisfies "preliminary" design interests and has determined there are no significant changes that would have an effect on the Special Permit & Site Plan Review and recommends the Standard Comments to the Planning Board as outlined below.

Standard Comments to the Planning Board:

1. **Prior to commencement of any site work**, the applicant shall meet with Water/Sewer Division to review a final "draft" water and sewer utility plan(s), proposed scope of water/sewer utility work and sufficiently demonstrate that
 - a. water/sewer service infrastructure has been designed and can be constructed in accordance with the Water/Sewer Division's design and construction standards, and
 - b. water demands can be minimized via demand management tools that may be codified in a water use impact report and conservation plan (prior to receiving building permit).
2. **Prior to commencement of any site work**, the applicant shall submit to the Concord Board of Health a Request for Title 5 Building Review (Form S) to identify any potential increase in wastewater flow and associated Sewer Improvement Fee. Based on existing wastewater capacity constraints, flow increases over 1,000 gallons per day will be administratively denied by the Water/Sewer Superintendent. An appeal may be made to the Public Works Commission seeking relief for an increase in flow over 1,000 gallons per day.
3. **Prior to issuance of a building permit**, an application for the proposed water and sewer service work shall be made to the Water/Sewer Division and shall include the following;
 - a. Identification of a Water/Sewer Division licensed "drain layer" who will be responsible for water service installation activities.
 - b. Two full size copies of the approved water/sewer utility plan.
 - c. For each separate building proposed to be served by Town water, a plumbing plan shall be provided including;
 - i. Meter bypass detail (with allowance for Water/Sewer Division issued security lock),
 - ii. Design Data Sheets for all required cross-connection control devices. The devices shall not be installed without approval from the Water/Sewer Division.

- d. An approved water use impact report and conservation plan which will determine sizing of the water meter and water system connection fee.
 - e. The approved Title 5 Building Review (Form S) and associated Finding - demonstrating right to connect to the municipal sewer system.
 - f. If applicable, a completed industrial pre-treatment application and/or a chemical waste management and disposal plan.
- 4. **Prior to commencement of any water or sewer utility work**, the applicant shall receive written approval from the Water/Sewer Superintendent of the service application required in Condition 3.
 - 5. **Prior to issuance of any Certificate of Occupancy**, a full size record drawing (Arch D), created in accordance with Division standards, shall be provided for review prior to finalizing the drawing. Once the draft is approved a full-size (Arch D) hard copy of the record drawing along with electronic copies in the form of CAD and pdf files shall be provided.
 - 6. **Prior to issuance of any Certificate of Occupancy**, the applicant shall furnish Water Demand Minimization Affidavit(s) to demonstrate work was performed in accordance with the approved demand mitigation measures.
 - 7. **Prior to issuance of any Certificate of Occupancy**, the applicant shall enter into a Water and Sewer Service Connection Agreement with Concord Public Works for the purpose of clarifying the terms of service including ownership, operations, inspection, maintenance and future replacement provisions for related infrastructure. The agreement shall be signed by the owner, executed by the Director and recorded by the applicant.